

LEAP CANDIDATE CLASSES -contd.

- LEAP Candidate:
- (Painter I)
 - (Park Maintenance Assistant)
 - (Program Technician)
 - (Programmer I)
- [Research Analyst I (Various Specialties)]
- (Demography)
 - (Economics)
 - (General)
 - (Social/Behavioral)
- (Staff Counsel)
- (Staff Services Analyst)
- (Staff Svcs Management Auditor)
- (Supervising Cook I)
- [Teacher (Various Specialties)]
- (Arts & Crafts)
 - (Business Education)
 - (Elementary Education)
 - (High School Education)
 - (Home Economics)
 - (Librarian)
 - (Music)
 - (Recreation & Phys. Educ.)
- (Transportation Planner)
- [Vocational Instructor (Various Specialties)]
- (Auto Body and Fender Repair)
 - (Auto Mechanics)
 - (Dry Cleaning Work)
 - (Electronics)
 - (Landscape Gardening)
 - (Upholstering)
 - (Welding)
- (Word Processing Technician)

If you are selected for placement, you will be appointed to the **LEAP CANDIDATE** ("Identified Class") and begin serving a Job Examination Period of two to four months, with a performance review every month.

If you have successfully completed your On-the-Job Examination, you will be appointed to the regular civil service class and begin serving the usual probation of six months to one year, with performance evaluations every two to four months.

REASONABLE ACCOMMODATION

Your department will provide any reasonable accommodation you need. This may include special equipment, modified work space, flexible working hours, or support services such as a reader or an interpreter. For additional information, see the SPB pamphlet, "Important Information for Persons with Disabilities Applying for State Civil Service Examinations".

APPEAL RIGHTS

While the **Limited Examination and Appointment Program** is somewhat different from the traditional selection process, your rights are protected in the same way. You may appeal the following actions to the State Personnel Board; denial of LEAP certification, rejection of your application, results of your Readiness Evaluation; the employing department's decision not to provide reasonable accommodation, and termination from the Job Examination Period.

PAY AND BENEFITS

As a **LEAP Candidate**, you will receive the same salary as employees in the regular civil service class. You will be appointed on a temporary basis until you successfully complete the Job Examination Period. You will receive the same rights and benefits as other temporary State employees.

Your Job Examination Period will count toward seniority, and you will begin accumulating sick leave and vacation.

INFORMATION

The following telephone information lines will furnish you with all current testing information on LEAP, as well as regular testing information. For further questions on the LEAP process, call (916) 653-1579 or TDD (916) 653-1498.

STATE PERSONNEL BOARD
801 CAPITOL MALL
P.O. BOX 944201
SACRAMENTO, CA 94244-2010

Telephone Information Lines:

Civil Rights Program Unit	(916) 653-1579
Los Angeles	(213) 620-6450
Sacramento	(916) 445-0538
San Diego	(619) 237-6163
San Francisco	(415) 557-7871
TDD*	(916) 653-1498
<i>*TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with such a device.</i>	

Each call is limited to a maximum of 15 minutes. At the end of this time, the system will tell you good-bye and automatically terminate the call. If you want to access additional information, you will have to call back.

Extension Numbers:

Exams	Ext.
Office Services	110
Semiskilled, Crafts & Trades	120
Subprofessional, Technical & Professional	130
Peace Officer	140
Investigation, Inspection & Field Representative	150
Administrative & Career Executive	160
Laborers, Janitor, Security, Food Service & Related Personal Services	170
LEAP	180

Subject	Ext.
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LEAP

**Limited
Examination
and
Appointment
Program**

**For Individuals
with Disabilities**

CALIFORNIA STATE
PERSONNEL BOARD

LIMITED EXAMINATION AND APPOINTMENT PROGRAM

If you are interested in employment in State civil service and are an "individual with a disability" who either (1) has a physical or mental impairment or medical condition that limits one or more major life activities ; (2) has a record or history of such impairment, or medical condition; or (3) is regarded as having such an impairment or medical condition, you may wish to participate in the State Personnel Board's Limited Examination and Appointment Program (LEAP), authorized by Government Code Sections 19240-19243.4.

LEAP placement is limited to a series of job classifications under the general title **Limited Examination and Appointment Program Candidate ("Identified Classification")**. The LEAP selection process consists of a Readiness Evaluation to establish a referral list of names for departments to use in hiring. If you are hired, you will be appointed first on a temporary basis for a job evaluation. If you successfully perform the duties of the job, you will be appointed to the regular civil service classification. This brochure describes the process in detail.

The Program applies only to classes designated for LEAP, and you must be certified as LEAP - eligible as well as meet the minimum requirements for the identified class. New classes may be added periodically.

You may apply for as many **LEAP Candidate** classes as you qualify for, and you may continue to participate in the traditional examination process.

LEAP TESTING

Certification

To be eligible for a **LEAP Candidate** class, the Department of Rehabilitation must certify that your disability meets LEAP standards. If you are a Rehabilitation Consumer, your counselor can determine your eligibility. If you are not a Rehabilitation Consumer, it is not necessary to become one because the Department will only certify the presence of a disability. Just contact the office nearest you to request LEAP certification. It is your responsibility to provide medical evidence of your disability.

Announcements

Announcements of the examinations for **Limited Examination and Appointment Program Candidate ("Identified Class")** are posted at the State Personnel Board, and the offices of Department of Rehabilitation, the Employment Development Department, and many organizations serving individuals with disabilities. You can send a self-addressed stamped envelope to SPB to request copies of the announcements, blank applications, and SPB pamphlets or visit the State Personnel Board or access our webpage at www.spb.ca.gov.

How to Apply

You can apply for the designated **LEAP Candidate** class when testing is open.

When you find a **LEAP Candidate** class that interests you and for which you meet the requirements, complete a State Application for Examination (Form STD. 678) and send it to the address listed on the examination announcement. You must attach a copy of your LEAP certification form to every application you submit for a **LEAP Candidate** classification.

In Part 1 of the Application, write "**LEAP Candidate**" with the title of the identified class in parentheses - "(Word Processing Technician)", "(Auditor I)", etc. If you do not specify **LEAP Candidate** or if you apply for a nonexistent **LEAP Candidate** class, your application will be returned.

If you need an accessible test location, an interpreter, or other special testing arrangements for your Readiness Evaluation, mark the appropriate box in Part 2. You will be contacted to make the necessary arrangements.

Examination Process

The LEAP selection process is a two-part examination consisting of a Readiness Evaluation and an On-The-Job Examination. No written test is required.

The first part of the examination is a Readiness Evaluation to establish a list of referrals to State departments. You may participate in the first part of the examination **only once during any 24-month period**.

The second part of the examination consists of an evaluation period where you will be asked to demonstrate your ability to perform the duties of the job. Only candidates selected by a State department will participate in the "On-The-Job Examination".

Readiness Evaluation

If you meet the minimum requirements for the **LEAP Candidate** class and are certified by the Department of Rehabilitation, you will be scheduled for a Readiness Evaluation. You will be evaluated on education, experience, and personal qualifications in a competitive examination to determine readiness for appointment. Upon successful completion of this evaluation, you will be ranked competitively and your name will be placed on a referral list that will be made available to State departments. Also, at that time, you will receive a "Notice of Results" in the mail.

Your name will remain on the list for 24 months, and you can be interviewed for any openings in that job classification. If you do not reply promptly to departmental contacts, your name will be placed on the inactive list. Upon written request to the SPB, your name may be restored to the active LEAP referral list for the remaining period of eligibility.

On-The-Job Examination

You will be contacted for a hiring interview when a department has a job opportunity. The Readiness Evaluation was general. A hiring interview is specific to the duties of the job. One civil service class may offer a wide variety of opportunities, and the department may be interviewing a large number of people. If someone else is selected, your name will remain on the list, and you can be interviewed for the next opening. Also, you are not obligated to accept the first job that is offered; and there is no penalty for turning down a job.

Limited Examination and Appointment Program Candidate (LEAP) Classification Titles (June 2001)

When requesting information or applying, you **must always specify LEAP Candidate with the class title in parentheses**.

- LEAP Candidate:
- (Account Clerk II)
 - (Accountant Trainee)
 - (Accounting Technician)
 - (Assistant Information Systems Analyst)
 - (Auditor I)
 - (Building Maintenance Worker)
 - (Business Taxes Representative)
 - (Carpenter I)
 - (Civil Engineer, Caltrans)
 - (Computer Operator)
 - (Electronics Technician)
 - (Energy Analyst)
 - (Environmental Specialist I)
 - (Fair Employ & Housing Consult I)
 - (Food Service Worker I)
 - (Graduate Legal Assistant)
 - (Groundskeeper)
 - (Information Systems Technician)
 - (Integrated Waste Management Specialist)
 - (Janitor)
 - (Key Data Operator)
 - (Laboratory Assistant)
 - (Mailing Machines Operator I)
 - (Maintenance Mechanic)
 - [Office Assistant (General)]
 - [Office Assistant (Typing)]
 - [Office Technician (General)]
 - [Office Technician (Typing)]